

A RESOLUTION OF THE  
COCONINO COUNTY  
PLANNING AND ZONING COMMISSION

AMENDMENT TO COMMISSION OPERATING RULES AND REGULATIONS

Be it resolved that pursuant to Arizona Revised Statutes §11-803, the Operating Rules and Policies of the Coconino County Planning and Zoning Commission are amended to read as follows:

SECTION 1: The officers of the Commission shall consist of a Chairman and Vice-Chairman elected at the regular monthly meeting in June of each year, to hold office for one year, effective July 1st, to serve until June 30th of the following year, or until their respective successors are elected. Any officer not elected at such time may be elected at any subsequent regular meeting or special meeting called for that purpose. A vacancy occurring in such office shall be filled by an election held at any regular, or at any special meeting called for that purpose.

SECTION 2: The terms of the members of the commission shall be four years and shall be set by the Coconino County Board of supervisors at the time the appointment is made. Vacancies occurring otherwise than by expiration of the term shall be filled by appointment by the Board for the unexpired portion of the term. Each Supervisor shall appoint two individuals to the Commission and shall make every effort to maintain a full complement of appointees.

SECTION 3: The Chairman shall preside at the meeting of the Planning and Zoning Commission and may appoint such standing subcommittees to perform such duties as may be deemed necessary and expedient by the Chairman. He shall coordinate the work of the Commission and shall exercise such other duties as are required.

SECTION 4: The Vice-Chairman shall perform the aforementioned duties in the absence of the Chairman.

SECTION 5: The Director of Community Development shall serve as Executive Secretary to the Planning and Zoning Commission and attend to all official correspondence of the Commission; shall prepare the minutes of all meetings of the commission; and shall cause to be filed or recorded all copies of such minutes, its rules and regulations, its findings and decisions, the same to constitute a "public record" open for public inspection. The director shall approve all expense and purchase vouchers prior to their submittal to the county finance director.

SECTION 6: The regular meeting date of the Planning and Zoning Commission shall be the last Tuesday of each calendar month, said meeting to be held in the Board of Supervisors' Meeting Room commencing at 5:00 P.M. Special meetings may be held if called by the chairman, or by five (5) or more members. When a special meeting is called, notice of such meeting shall be made in writing and sent to the members at least five (5) days prior to the date of the said meeting. The Commission as an action at any regular meeting may set special meetings. If so, absent members shall be notified by mail of such action. All regular or special meetings may be continued by a majority vote of the Commission to another specified date, hour and place.

SECTION 7: A quorum of the Commission for transaction of County business shall be a simple majority of the number of currently appointed commissioners (e.g., the quorum for a current commission membership of ten would be six), but in no case less than five. A majority vote of the quorum shall be required for any official action. The Chairman shall vote in all matters.

SECTION 8: PUBLIC HEARING PROCEDURES: The Staff shall prepare and make available to the public a document that outlines the process for filing, hearing and appealing an application. In addition, the agenda for a hearing shall include an explanation of the hearing process and the purposes and expectations associated with the presentation of the Applicant. The public hearing process shall be as follows:

1. The Chairman shall call the case by number and by the name of the Applicant.
2. The Chairman may ask if there is any member of the public who has come to address the case; there being none, the Chairman may request that the Staff summarize the verbal presentation.
3. Staff Report: The Community Development Staff and appropriate County departments shall present the written report and comments to the Commission. Commissioners are free to ask questions of any staff member of the County at the conclusion of the report.
4. The Presentation by the Applicant: The Chairman shall call the Applicant, or that person representing the Applicant, to (at a minimum):
  - A. Present their application,
  - B. Comment on the written County Staff Report, including any recommendation with which the Applicant disagrees, and
  - C. Answer questions by Commission members.

The Applicant and/or the Applicant's representative shall be given to understand that there will be only one opportunity for presentation during the hearing, unless a Commissioner specifically asks for additional information at some point after the Applicant has already concluded his or her remarks.

Every Commissioner is expected to understand the Applicant's proposal, and to make clear any issues or concerns by asking questions.

5. Comments by the Public: At the conclusion of the Applicant's presentation, the Chairman shall open the issue before the public.

The Chairman may request that those who wish to address the Commission, do so by first hearing those in Favor of the issue, followed by those Opposed to the issue and anyone else.

The Chairman may impose a time limit on each person who wishes to address the Commission. A limit of five (5) minutes shall be allowed for each speaker other than the Applicant.

A person shall address the Commission only once per public issue, unless a Commissioner specifically asks for additional information.

If the chairman imposes such a time limit, any Commissioner may request an extension of time by any person who wishes to address the commission.

After all who wish to address the Commission have had that opportunity, the Chairman shall close the issue to public comment.

6. Deliberation by the Commission and Disposition of the Issue: At the conclusion of the Public Hearing, the Chairman may give an opportunity to the Applicant to respond to the comments made by the Public.

The Commission shall have the opportunity for a free exchange amongst themselves and any other person(s) called upon by the Commission.

At the conclusion of the discussion, the vote for the disposition of the issue shall be made.

SECTION 9: In the conduct of the meeting, a motion for approval which fails to carry shall be considered a denial of the proposal. A tie vote on a motion for approval shall be considered a failure to carry. A motion for denial, which fails to carry, shall not be considered as being approval of the proposal. When a motion for denial fails, a positive motion or a motion for approval must be made for any official action of the Commission. When a motion for approval fails to carry, there shall be a motion for denial. In essence, therefore, all official actions of the Commission must be made in the form of a positive motion.

SECTION 10: The details of public hearings, postings and legal advertisements, as required by state law or county ordinances, shall be arranged by the Director of Community Development.

SECTION 11: Requests for continuances received after legal advertising for public hearings has already occurred shall be specifically acted on by the Commission at the appointed and advertised time.

The Commission may or may not grant continuances that were received less than five business days prior to the hearing date. The Commission shall take into account public participation and the potential consequences of delaying the hearing when deciding whether or not to grant a late request for continuance.

SECTION 12: Planning and Zoning Commission members shall not appear to speak before the Board of supervisors on planning and zoning matters unless explicitly requested by the Board to do so.

SECTION 13: If any member misses two (2) consecutive regular meetings without attendance at any special meetings in between, and without contacting the Commission chairman or staff, the chairman shall contact such member to determine the reason. If any member misses three (3) regular meetings during a twelve-(12) month period, the Chair shall advise that member in writing that one more absence (for a total of four) shall be deemed as a resignation from the Commission. The name of any Commissioner who has resigned as a result of four absences in a twelve-month period shall be referred to the Board of Supervisors for reinstatement or replacement.

SECTION 14: Only the affirmative vote of six (6) or more Commission members shall amend these rules and regulations.

SECTION 15: These rules and regulations and several parts thereof are hereby declared to be severable. If any section, sub-section, sentence, clause, word or phrase of these rules and regulations is for any reasons held to be legally invalid, such holdings shall not affect the validity of the remaining portions of these rules and regulations.

ADOPTED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

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Chairman, Coconino County  
Planning and Zoning Commission

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Planning and Zoning Commission of Coconino County at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2002 by the following vote of the Commission:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Secretary, Coconino County  
Planning and Zoning Commission